

Portsmouth Infrastructure Support Services
Request for Proposal
DE-SOL-0006421

Attachment J-8.C.3.2 Table 1, Security Services Workload History

Item	Quantity (Per Year)
S&S Plans & Procedures	
Technical Security Plans	32
Technical Security Policies	20
Technical Security Procedures	21
Technical Security Protocols	70
Technical Security Forms	51
Technical Security Periodic Procedure Reviews	12
MOAs/MOUs (PCSO/SCSO)	2
Security Consultant Vulnerability/Risk Analyses & Special Projects Documents Processed	41
Foreign Ownership Control & Influence	
FOCI Initial Submittals	0-3
FOCI Initial Determinations	0-3
FOCI Added Facility Clearances	20-40
FOCI Changed Facility Clearances	50-70
FOCI Registrations	50-150
FOCI 5 year Redetermination Packages	0-3
FOCI Terminations	20-30
FOCI Reconciliation Meeting	0-3
Contractor FSO Changes	1-7
Incidents of Security Concern	
IOSCs Reported	10-30
IOSCs Closed	10-30
Security Infractions Issued	10-30
Other Investigations	20-40
Control of Classified Visits	
Site Visits Involving Transfer/Discussion of Classified	1-3
Other Visitor Control	
Visit Requests Process	1,500-3,000
Special Visits/Site Tours	30-35
Walk-in Visitors	3,000-5,000
Walk-in Enrollments	500-600
Walk-in Portal Enrollments	1,000-1,500
Forgotten Badges	200-300
Vehicle Passes Processed	100-200
Badges Made	500-1,200
Enrollment into the LAs	30-50
Velocity System Updates	6,000-9,000
Key & Lock Control	
Best Keys Issued	300-400
Best Cores Installed	500-625

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Key Transfer Requests	150-250
Key Returns	200-400
Padlocks Issued	200-300
Administrative Desk/Cabinet Keys Issued	309
LOTO Locks Issued	800-,1600
Combination Locks Issued	300-400
Medeco Locks	12
Open Locked Cabinets/Desks Requests	250-550
Open Locked Vehicle Requests	30-70
GSA Containers Declassified	1-5
Shipment Support	200-500
LOTO Lock & Key Training (hours)	81
X09 Locks Recovered for Reuse	1-5
X09 Combination Changes	25-50
Foreign National Visits & Assignments	
Foreign National Visits Conducted	1-3
Foreign National Visit Requests Submitted to DOE	1-5
Export Control Program	
ECI Reviews/High Risk Property Walk Downs Conducted	60-80
Photographs of Materials Disposition Evaluations	8,000-10,000
Documents and Drawings Reviewed	50,000-110,000
Security Training and/or Briefings	
Initial Security Briefing	400-800
Comprehensive Security Briefing	250-350
PPPO Annual Security Refresher	2,000-2,300
Classified Matter Awareness – incorporated into comprehensive security briefing	Previously 400-500
Classified Matter	500-650
Unclassified Controlled Information	2,000-2,500
Training for Administrators & Users of Classified Information Systems	15
Active Shooter	200-300
Escort Responsibilities	250-300
Transportation Security	150-250
Security Awareness Program	100-200
Unclassified Foreign National Visits & Assignments	0-200
Counterintelligence (Travel Related)	10-20
Self-Assessments	22
Personnel Security	
Uncleared Files Maintained	1,031
Clearances Maintained	2,166

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SF-85 Initiated	50-200
SF-85 Submitted	50-200
SF-86 Initiated	100-200
Clearances Submitted to DOE for Processing, includes Initials, Transfers, Extensions, Upgrades, and Reinstatements	300-500
Clearances Granted	200-300
Reinvestigations Initiated/Processed	100-200
Clearance Retention Requests	1-10
Return to Work after Retention	1-10
Terminated after 60 day Retention Expired	1-10
Terminated	50-400
Downgraded	20-60
HSPD-12	
HSPD-12 Enrollment	300-500
HSPD-12 Credentials Activated or Updated	700-900
HSPD-12 Credential Pin Reset	200-300
HSPD-12 Credentials Checked In	800-1,000
HSPD-12 Sponsorships (Initial)	10-50
HSPD-12 Sponsorships (Future)	100-250
HSPD-12 Reprints	80-100
HSPD-12 Reissued	50-150
HSPD-12 Suspensions	10-20
HSPD-12 Records Made Active	100-250
HSPD-12 Email Notices Resent	10-50
HSPD-12 Destroyed	400-600
HSPD-12 ReKey	0-100
HSPD-12 Renewal	400-500
HSPD-12 Termination	100-400
LSSO Badges	500-1200
Classification/Declassification Program	
Public Release Reviews Completed	
Photographs(photos)	25,000-35,000
Administrative Releases (pages)	20,000-45,000
Formal Reports (pages)	10,000-25,000
Engineering Drawings (drawings)	1,200-1,600
FOIA/NIOSH/Sub-Title E Report Reviews	
Medical Files- FOIA (pages)	1,500-9,500
Medical Files-NIOSH (pages)	2,000-7,500
Medical Files-Sub Title E (pages)	22,000-32,000
Medical Files – Privacy Act (pages)	50-1,000

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Medical Files – Contract Transition (pages)	0-6,500
Medical Files-Litigation (pages)	0-1,000
Personnel Files- FOIA (pages)	0-4,000
Personnel Files- Privacy Act (pages)	0-5,000
Personnel Files- SUB-TITLE E (pages)	9,000-27,000
Personnel Files-NIOSH (pages)	0-2,500
Personnel Files-Human Resources (pages)	0-2,500
Historical Photographs (photos)	0-1,000
EEOICPA/FOIA Requests Processed	400-800
Privacy Act Claims Processed	10-25
Operations Security (OPSEC)	
OPSEC Working Group Meetings	4-8
OPSEC Surveillances/Walk Downs Conducted	6-12
OPSEC Bulletins Issued	6-12
OPSEC Plan/Procedure Revisions	1
Trained Classification Officer on OPSEC Reviews for the Web	1
Performance Assurance	
Exercises	3-5
PAPP Committee Meetings	12
Limited Scope Performance Tests (LSPTs)	3-6
SECON Drill Tabletop	1-4